



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE & INSURANCE  
DIVISION OF REGULATORY BOARDS  
PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION  
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR  
NASHVILLE, TENNESSEE 37243-1167  
PHONE (615) 741-4827 FAX (615)-532-2965

# PRIVATE INVESTIGATOR - APPLICANT INSTRUCTIONS

**REMOVE THIS PAGE BEFORE YOU COPY OR SUBMIT YOUR APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS**  
**READ INSTRUCTIONS CAREFULLY**

Application Fee	\$ 150.00	Date Application
License Fee	\$ 100.00	Mailed/Submitted to State _____

You may not work as a private investigator until your Private Investigator License has been issued or until your apprentice permit has been issued and you work under the direct supervision of licensed private investigator.

Average processing time for this application is 2-4 months. **IF YOU FAIL TO RESPOND TO ANY CORRESPONDENCE FROM THIS OFFICE, YOUR APPLICATION WILL BE CLOSED OR DENIED.** Commission Policy #5: Any application that has been on file with the Commission for a period of more than six (6) months, without diligent effort on the applicant's part to continue the application process, will be closed. Thereafter, should licensure be sought, a new application will be required.

Should a private investigator's license be terminated from affiliation with a private investigation company, in order to continue to hold a valid private investigator license, the private investigator has thirty (30) days to provide the Commission with documentation of a new private investigation company affiliation.

- Application fees are non-refundable and must be submitted with the application. The application will not be processed without the required application fee.
- Two (2) 1"x 1" color passport-style photos (with your name printed on the backs) must be submitted with this application. Place the photos in a small envelope with your name printed on it, and attach to the application.
- Three (3) completed fingerprint cards must be submitted with this application. Prints must be rolled nail to nail **on the cards provided by this office** by a qualified, trained technician. The cards must be completed fully and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply. If you are filing for an individual private investigator license and a private investigation company license, only three (3) sets of fingerprint cards are required.
- You must answer each question on the application. Enter N/A if question does not apply to you. If you need additional space to answer any question, attach additional 8½" x 11" sheets and identify the question number you are answering. All information on arrests & convictions must be fully disclosed and final court dispositions submitted with your application.
- A licensee or applicant shall notify the Commission **IN WRITING** within thirty (30) day of any change in company affiliation, business address, residence address or phone number during the application process or after license issuance.
- **If you fail to respond to any correspondence from this office, your application will be CLOSED or DENIED.**
- Upon approval of your application, a notice will be forwarded to your investigation company requesting the license fee. License fees must be paid within thirty (30) days of the request or your application will be **closed with no further notice**.
- When paying fees, you may submit a cashiers check, money order or personal check made payable to:  
**Tennessee Department of Commerce & Insurance.**
- It is your responsibility to know and understand the laws and rules regulating private investigators in the State of Tennessee.
  - **COMPANY AFFILIATION REQUIREMENT** - A letter of endorsement/affiliation from the Private Investigation Company, signed by the owner/qualifying agent, must accompany all Private Investigator License applications. If you do not have a Private Investigation Company affiliation, your application will be accepted and processed, but can not be approved or issued until you have provided this office with documentation of the required Private Investigation Company affiliation.
  - **APPRENTICESHIP** - In order to be considered for apprentice status, the applicant must be affiliated with a licensed Tennessee Private Investigation Company. Complete a Private Investigator License application. Submit the required application fee, photos and fingerprint cards, as well as, a written notice of Intent to Sponsor as an Apprentice from the owner/qualifying agent of the licensed Private Investigation Company.
    - ◆ Apprentice status is intended to serve as a learning process. Sponsors shall assume a training status by providing personal direction and control of the apprentice. An apprentice may not work without the direct supervision - (in the physical presence) of a licensed private investigator. Applicants for Private Investigator Apprenticeship status must complete all requirements, including scheduling the examination, for a Private Investigator License during the apprenticeship period.
    - Apprenticeships are limited to six (6) months and a person shall be eligible to apply for an apprentice status only one (1) time.
  - **EXAMINATION** - All applicants for a Private Investigator License are required to successfully complete an examination prior to approval of the application. Examination candidates must have their license application on file with the Private Investigation and Polygraph Commission prior to scheduling the examination. A bulletin of examination information is enclosed with the application packet.



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FOR OFFICIAL USE ONLY - 1401

File # \_\_\_\_\_

Xact # \_\_\_\_\_

# PRIVATE INVESTIGATOR - APPLICATION

READ INSTRUCTIONS ATTACHED TO THIS APPLICATION

REMOVE INSTRUCTIONS BEFORE SUBMITTING APPLICATION - TYPE OR PRINT ALL AREAS OF THIS APPLICATION

The application fee must accompany this application. A license fee will be assessed upon approval of this application.

## 1. Are you applying as an Apprentice Investigator?

Yes ☐ No ☐

If yes, a letter from your affiliate company sponsor **MUST** accompany this application.

## 2. PERSONAL DATA:

Social Security Number \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Residence Address (Street) Address, Apt. No. (If different than above.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (Street) Address, Apt. No. (If different than above.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Home Phone Number (Area Code) Home Fax Number Email address (If available) \_\_\_\_\_

Date of Birth (M/D/Y) \_\_\_\_\_ Place (City, State) of Birth \_\_\_\_\_ Drivers License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_

Sex (M/F) \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

### a. Are you a United States Citizen?

Yes ☐ No ☐

If not, attach documentation establishing your legal alien status.

### b. Have you ever used a name other than the one by which you are applying?

Yes ☐ No ☐

If yes, give the name(s): \_\_\_\_\_

Explain why the name(s) was used: \_\_\_\_\_

## 3. PRIVATE INVESTIGATION COMPANY DATA (REQUIRED): This information refers to the private investigation company for which you will be working. Complete this area if you are also applying for a company license:

Company Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Business Address (Street) Address, Apt. No. (If different than above.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (Street) Address, Apt. No. (If different than above.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Business Phone Number (Area Code) Business Fax Number Company's Email address (If available) \_\_\_\_\_

This application must be accompanied by correspondence from your Private Investigation Company, signed by the owner/qualifying agent, which states the effective date of your affiliation and your position with the company.

IN-1240 (Rev 2/02)

**4. Have you ever previously applied for a private investigator license and/or permit in Tennessee or any other state?** Yes ☐ No ☐

If yes, list here: (Attach a separate sheet of paper if needed.)

State	Issue Date	Lic/Permit #	State	Issue Date	Lic/Permit #
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If yes, has your registration ever been suspended, revoked or otherwise disciplined? Yes ☐ No ☐

If yes, attach a written explanation as to the circumstances surrounding the action taken.

**5. OTHER RESIDENCES:**

List all addresses at which you have lived for the past five (5) years. Include your current address: Attach a separate sheet if necessary.

Street Address	City	State	Zip Code	From (Mo./Yr.) To (Mo./Yr.)
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Street Address	City	State	Zip Code	From (Mo./Yr.) To (Mo./Yr.)
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**6. CREDIT REFERENCES:**

List three (3) credit references from lending or business firms with whom credit has been established.

*(Completion of this section is required.)*

1. Name of business or institution (Area Code) Telephone number

Address	City	State	ZIP Code
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2. Name of business or institution (Area Code) Telephone number

Address	City	State	ZIP Code
---------	------	-------	----------

3. Name of business or institution (Area Code) Telephone number

Address	City	State	ZIP Code
---------	------	-------	----------

**7. PAST EMPLOYMENT RECORD:**

List all jobs or occupations you have held in the immediate past five (5) years. Attach a separate sheet if necessary.

Employer

Address

City	State	Zip
------	-------	-----

(Area Code) Phone Number	Supervisor's Name
--------------------------	-------------------

Position Held	Dates (Mo./Yr.) To (Mo./Yr.)
---------------	------------------------------

Employer

Address

City	State	Zip
------	-------	-----

(Area Code) Phone Number	Supervisor's Name
--------------------------	-------------------

Position Held	Dates (Mo./Yr.) To (Mo./Yr.)
---------------	------------------------------

**8. Criminal History Information:** Answer the following questions completely. Information you provide may not disqualify you for a license. However, all arrests or charges, regardless of disposition, appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI). If you answer yes to any of these questions, it will be necessary for you to provide certified documents of the court's final disposition, including suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so. Failure to fully disclose all arrest information could disqualify you under T.C.A. 62-26-217.

a. Have you ever been arrested in Tennessee or any other state? Yes ☐ No ☐

If yes, what state(s): \_\_\_\_\_

b. Were you transported to or surrendered at a police station, sheriff's office or other law enforcement facility? Yes ☐ No ☐

c. Once there, were you fingerprinted, photographed and booked into jail? Yes ☐ No ☐

d. Were misdemeanor or felony charges filed against you? Yes ☐ No ☐

If yes, please list the charges below. Attach a separate sheet of paper, if necessary.

Date	Charge	City	State
_____	_____	_____	_____
_____	_____	_____	_____

Date	Charge	City	State
_____	_____	_____	_____
_____	_____	_____	_____

e. Did you appear before the court and enter a plea of guilty, not guilty or no contest? Yes ☐ No ☐

f. Did the court find you guilty? Yes ☐ No ☐

g. If you were found guilty, what was the sentence of the court? Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below.

Date	Charge	Sentence	Probation Completed Date
_____	_____	_____	_____
_____	_____	_____	_____

Date	Charge	Sentence	Probation Completed Date
_____	_____	_____	_____
_____	_____	_____	_____

h. Are you currently on a deferred sentence or on probation? Yes ☐ No ☐

i. Did the court dismiss the charges against you? Yes ☐ No ☐

j. Were those charges against you expunged from your record by the court? Yes ☐ No ☐

If yes, you must provide a copy of the expungement order.

k. Do you currently have charges pending against you? Yes ☐ No ☐

If yes, please provide the information requested below, along with an explanation of the circumstances surrounding the charge(s). You are required to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal. Attach a separate sheet if necessary.

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date
_____	_____	_____	_____
_____	_____	_____	_____

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date
_____	_____	_____	_____
_____	_____	_____	_____

9. Have you ever been declared incompetent due to mental defect or disease? Yes ☐ No ☐

10. Are you currently suffering from habitual drunkenness or any narcotic addiction? Yes ☐ No ☐

11. Have you ever served in Military Service? Yes ☐ No ☐

- a. If yes, what branch? \_\_\_\_\_
- b. If you have been discharged from Military Service, what type of discharge did you receive?
- ☐ Honorable ☐ Dishonorable ☐ Medical ☐ Other (Please Explain)

12. Are you presently serving in Military Service?

Yes ☐ No ☐

13. I HAVE ENCLOSED:

- ☐ a. **Three (3) Sets of Classifiable Fingerprints:** Use only those fingerprint cards provided by this office. Prints must be rolled nail-to-nail by a qualified, trained technician. Remember that all information on fingerprint cards **MUST** be completed and signed.
- ☐ b. **Two (2) 1"x1" Color Passport-style Photos:** Include your name and Social Security number on the back of each. *DO NOT USE INSTANT POLAROID PICTURES.*
- ☐ c. **The Required Application Fee:** Make check or money order payable to: **TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE.**
- ☐ d. **Letter of Sponsorship:** A letter of sponsorship must accompany all individual applications. (This does not apply to individuals starting their own company.)

14. **STATEMENT OF COMPLIANCE AND UNDERSTANDING:** *Read carefully. Application must be signed under oath and notarized.*

I certify that I have read **Tennessee Code Annotated Title 62, Chapter 26**, and the corresponding administrative rules, and am familiar with and understand my legal responsibilities. I understand that this application will not be processed without the proper non-refundable application fee and that upon approval of the application a license fee will be due prior to issuance.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under **Tennessee Code Annotated, Title 62, Chapter 26**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief. Further that I the undersigned did personally complete this application and sign my name in the presence of a notary public.

I hereby certify that I understand that should I be charged with an offense other than a minor traffic offense, I am required to notify the State of Tennessee, Private Investigation and Polygraph Commission within thirty (30) days of any such charge(s) and of any disposition of said charge(s).

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_